# Budget Request Web Application

## I. REGISTRATION INSTRUCTIONS

****If you are currently registered to use the Operations Plan Web Application, you will not need to request a username and password. The same information and controls will be used for this application.****

A username and password are required for **each person** entering data into the Budget Request Web Application. At least one person will also be required to have signature authority.

Please fill out your name, work number (with area code), and work email address. Please provide an email address that is unique to you (no "info@" or "office@"), as this is where your registration verification and other budget request correspondence will be sent.

### A. Permission Requested:

#### 1. For People ONLY Entering Budget Request Information

If you will be entering budget request information, but someone in your office other than you will be submitting that information, select the bottom radio button (I only need to be able to enter EBO web form data for my agency.) This option requires no other additional information from you.

#### 2. For People Entering AND Submitting Budget Request Information

If you will be entering budget request information, as well as submitting that information to us, select the top radio button (I need to be able to enter and submit EBO web form information for my agency). Please note, this option requires that we receive a letter from the director of your agency giving you Online Operations Plan and Budget Request Signature Authority. Be sure to send the letter to the Executive Budget Office (EBO) by fax to (334) 242-3776 or email immediately following your registration. Please mail the original hard copy to:

| STATE HAND MAIL ADDRESS: | PHYSICAL STREET ADDRESS: |
|---|---|
| Department of Finance<br>Executive Budget Office<br>P. O. Box 302610<br>Montgomery, Alabama 36130-2610 | Executive Budget Office<br>Alabama State House<br>11 South Union Street, Suite 237<br>Montgomery, Alabama 36104 |

Your username and password will not be processed until this authorization is received in our office.

### 3. Personnel Changes

Agencies are required to notify the Executive Budget Office when staff changes require revocation of authority to use the Operations Plan or Budget Request Applications. As an agency's staff changes, it is the agency's responsibility to notify EBO to remove a username for the individual(s) that no longer require access to the Operations Plan or Budget Request Applications. This is especially important for those individuals with signature authority.

### B. Username and Password:

1. Please create a username and password for the online system. Instructions for the password are listed on the page.
2. After you have typed the verification word in the box, your registration is almost complete. Please click the "Register" button at the bottom of the page. Once you have clicked, it could take several moments to complete. Do not close the registration page until you have been redirected to a confirmation page. We will then process your registration and send you an email when your account has been created.

## II. ONLINE BUDGET REQUEST INSTRUCTIONS

Once you have received your registration verification email, you will be able to login to the system and begin entering your budget request. At this time, the Forms 1, 2, 3, 5, and 6 are available to enter budget request information. **Please submit agency increase/decrease worksheets, capital projects list or other necessary documents to your budget analyst via email or hand mail.**

After you login, you will be on the Welcome Page for the application. If you are responsible for only one agency, click the blue "Next" button at the bottom right of the screen. If you are responsible for more than one agency, your agencies should be listed in a drop-down menu. If they are not there, or there are other agencies listed, please contact your budget analyst. After selecting your agency, you will be taken to the Main Menu Forms Selection Screen.

### A. Form 5

At the Main Menu Forms Selection Screen, select the "Form 5 - Program Summary" button.

All program/activity/org/fund combinations used in the prior fiscal year or the current fiscal year are presented. If this is the first time you have logged in and you have not made any changes, the status dot should be yellow.

**1. Entering Data into Form 5:**

To enter information on an individual Form 5, select the “Edit” button on the right side of the screen for each appropriation unit/activity/org (if applicable)/fund combination.

Enter the number of employees paid through this combination of appropriation unit/activity/org (if applicable)/fund for each of the actual, budgeted and requested years. ***DO NOT*** include board members in this number (board members are not considered employees).

The objects for the actual year are pre-populated and cannot be changed. This information is pulled from the accounting system and is the same information on the P441 Report at 9/30.

The objects for the budgeted year are pre-populated with the data that was submitted on the original operations plan. Please update this column with any changes that have been made through revisions since the beginning of the fiscal year, as well as reversion reappropriated (whether it has actually been loaded or not) prior to budget request submission.

The requested year should be blank. You will fill this column out.

After the three columns have been filled out with the necessary information, click the “Calculate Expenditures” button.

**2. Enter Source(s) of Funds:**

Next, you will need to fill out the Source(s) of Funds. Similar to the Form 8 in the Operations Plan Application, be sure to include the breakdown of sources (State General Fund, State General Fund – Reversion Reappropriated, State General Fund – Supplemental Appropriation – Act 20XX-xxx, etc).

To enter the funding sources, click on the “Add Fund Source:” button on the bottom left of the Form 5 screen. This will bring up a new page. ** The first year, agencies will need to enter the fund names for each fund, but the names will be populated in the drop down menus in future years.** Fill in the totals for each of the actual, budgeted, and requested fiscal year. If any fiscal year does not have any expenditures, you must enter a 0, or your entry will not be accepted. Then click the green “Add Funding Source” button on the bottom right of the screen. Complete this step for each source of funds.

**3. Change Amount of Funds:**

If you need to change an amount on the Source of Funds once you have already entered and added it, then click the blue “Edit” link on the right side of the page. NOTE: If you change anything using the “Edit” function, you must click the blue “Update” link on the right side of the page in order to save it.

**4. Change Name of Fund:**

If you need to change the name of the fund on the Source of Funds once you have already entered and added it, then click the blue "Delete" link on the right side of the page. You will have to click on the "Add New Fund Source" link and repeat the steps to add a new source of funds with your new information.

**5. Completing the Form 5:**

When complete, click the green "Save Form 5" button in the lower right of your screen. One of two messages will show at the top of the screen – 1) "The expenditure totals do not match the sources of funds. Do you still want to save?" Or 2) "Save Successful. Return to Form 5 Selection Menu?"

If the total expenditures do not agree with the total source of funds, make the necessary adjustments and re-save the Form 5. Then you should get message number 2. If you still wish to save the Form 5 without making any adjustments, answer yes and you will be taken to the Form 5 Selection Menu. At this time, the status dot will show red since the total expenditures do not agree with the total source of funds. You may return to this Form 5 at another time to make changes.

Complete these steps for each existing program/activity/org/fund combination.

**6. New Form 5 Data:**

If your agency will be requesting a new appropriation unit, fund, activity, or org (if applicable), or if your agency will be requesting to use existing appropriation units, funds, activities, or orgs in a different combination than is currently set up for your agency, you will need to Create a New Form 5.

Select the blue "Create New Form 5" button on the bottom left of the Form 5 Selection Menu, which will open another screen. If your agency will be requesting a new combination of existing appropriation units, funds, activities, and orgs (if applicable), select the existing combination from the drop down menus and click the green "Add Form 5" button on the bottom right of the screen. This will take you back to the main Form 5 Selection Menu, with the new combination available for editing (yellow dot). You should only enter information in the Requested Year. Once the object data and source of funds has been entered and the Form 5 has been saved, the dot should turn green.

If your agency will need a new fund, appropriation unit, activity, or org (if applicable), select the "Create New XXX" on the screen. A new section will pop up, requesting a new number and a new name. The application will kick out already existing numbers; and it would be best to set up new items with letter formats (XXX – Appropriation Unit;

XXX – Activity; XXXX – Fund Number; XXXX – Org (if applicable)). Try to use unique sets of letter combinations for new items.

**7. Printing Form 5's:**

An agency may print individual Form 5's when you have selected a specific Form 5. Or, from the Form 5 Selection Menu, select the yellow "Print Agency Form 5" button for a report that prints all Form 5's and roll-up Summary Pages.

## B. Form 2:

Form 2 will automatically be generated from the information input into the Form 5's. The Form 2 may be printed from two locations. First, from the Main Menu Form Selection Screen, if you click the blue "Form 2 Summary Request" button, a pdf report will generate. The other location to print the Form 2 is from the Form 5 Selection menu. At the bottom right, the yellow "Print Form 2" button will generate the same report.

## C. Form 3:

If you have requested funding for Capital Outlay (Object 1200), Transportation Equipment Purchases (Object 1300), or Other Equipment Purchases (Object 1400), you must detail those planned expenditures on Form 3. If you have NOT requested funding for capital expenditures, you will need to make an entry on the Form 3 to verify that there are no expenditures.

From the Main Menu Form Selection Screen, click the "Form 3 – Capital Expenditures Plan" button. Next, select the blue "Add Capital Expenditure" button on the lower left of the screen. This will take you to the data entry screen.

1. **Enter the Requested Item Number** – Enter numbers sequentially as you add capital expenditures. This number will reference the expenditure justification on the final layout. If you have not requested funding for capital expenditures, enter "1".
2. **Enter Requested Item Name** – Enter the name of the item, followed by the number of the item in parenthesis. For example, your agency wants to purchase five computers – the item name would read "Computers (5)". If you have not requested funding for capital expenditures, enter "No Capital Expenditures Requested".
3. **Enter the Capital Outlay Amount** – If this item is budgeted in Object 1200, enter the planned cost of the item. If this item is not budgeted in Object 1200, enter a 0.
4. **Enter the Transportation Equipment Purchases Amount** – If this item is budgeted in Object 1300, enter the planned costs of the item. If this item is not budgeted in Object 1300, enter a 0.

5. **Enter the Other Equipment Purchases Amount** – If this item is budgeted in Object 1400, enter the planned cost of the item. If this item is not budgeted in Object 1400, enter a 0.
6. **Select the Appropriation Unit Affected** – Select the appropriation unit where you budgeted for the item from the drop-down menu. If the item will be used across numerous Appropriation Units, select the "VAR Various" option from the drop-down menu. If you have not requested funding for capital expenditures, you do not need to make any changes.
7. **Enter the Location** – Enter the planned location where the item will be used. If you have not requested funding for capital expenditures, enter "N/A".
8. **Select the Source of Financing** – Select the fund where you have budgeted for the item from the drop-down menu. If the item will be paid from multiple funds, select the "VAR Various" option from the drop-down menu. If you have not requested funding for capital expenditures, you do not need to make any changes.
9. **Enter the Justification** – Prepare a brief narrative description and justification concerning the use of the proposed item. Explain why it is needed and estimate the potential effect on services provided. For capital outlay expenditures, provide an approximate completion date. If you have not requested funding for capital expenditures, enter "No Capital Expenditures Requested".

If the total for Capital Expenditures (Object 1200), Transportation Equipment Purchases (Object 1300), or Other Equipment Purchases (Object 1400) does not agree to the Agency Summary Form 5, a message will appear at the top of the screen "The Form 3 grand totals do not currently match the Form 5 totals for capital expenditures." Make adjustments using the "Edit" and "Delete" functions on the main Form 3 page or add more items as necessary. Refresh the screen until you get the message at the top of the screen that reads "Form 3 totals are now balanced with the Form 5." with a green check mark on the far right.

The Form 3 may be printed by clicking on the yellow "Print Form 3" button on the bottom right of the screen.

**D. Form 6:**

From the Main Menu Form Selection Screen, click on the "Form 6 – Personnel Classification" button. To enter the information on the top of the Form 6, click the blue "Form 6 – Employee Classifications". To enter the information on the bottom of the Form 6, click the blue "Form 6 – Other Personnel Information".

**Top Portion of Form 6:**

Once in the screen for the top portion of the Form 6, click the blue "Add Classification" button in the bottom right of the screen. This will take you to a data entry screen.

1. **Enter the Classification** – Enter the employee classification or other additional personnel costs that are not a part of regular salary (longevity, termination costs,

board member compensation, etc.). For board member compensation, include the number of board members to receive compensation in parentheses in this line. For example, if an agency will be compensating 7 board members, the Classification will read “Board Member Compensation (7)”. **The first fiscal year, the agencies will need to enter the classification names, but the names will be populated in the drop-down menus in future years.**

2. **Enter the Actual Number of Employees** – Enter the actual total number of employees (using the FTE) for each classification. Enter a 0 for Board Members (board members are not considered employees) or for other additional personnel costs.
3. **Enter the Actual Amount for this Classification** – Enter the total actual expenditures for this classification. If there were no expenditures, enter a 0.
4. **Enter the Budgeted Number of Employees** – Enter the budgeted total number of employees (using FTE) for each classification. Enter a 0 for Board Members (board members are not considered employees) or for other additional personnel costs.
5. **Enter the Budgeted Amount for this Classification** – Enter the total budgeted expenditures for this classification. If there are no budgeted expenditures, enter a 0.
6. **Enter the Requested Number of Employees** – Enter the requested total number of employees (using FTE) for each classification. Enter a 0 for Board Members (board members are not considered employees) or for other additional personnel costs.
7. **Enter the Requested Amount for this Classification** – Enter the total requested expenditures for this classification. If there are no requested expenditures, enter a 0.

Once all of the fields have data, click the green “Add Classification” button in the bottom right of the screen. Repeat these steps until all classifications are added to the Form.

If the total number of employees does not agree with the total number of employees on the Agency Summary Form 5, or if the total amount for the actual, budgeted or requested columns does not agree with the amounts in Object 0100 on the Agency Summary Form 5, a message will appear at the top of the screen that reads “The Form 6 employee totals do not currently match the Form 5 totals for employee classifications.” Make adjustments using the “Edit” and “Delete” functions or add more classifications as necessary. Refresh the screen until you get the message at the top of the screen that reads “Form 3 totals are now balanced with the Form 5.” with a green check mark on the far right.

**Bottom Portion of Form 6:**

Once in the screen for the bottom portion of the Form 6, enter the data (numbers only) for each fiscal year for each category, as applicable. When all information has been entered, click the green “Save” button on the bottom right of the screen, which will take you out to the Form 6 Selection Menu.

When you have completed the Form 6, it may be printed from the Form 6 Selection Menu by clicking the yellow "Print Form 6" button under the blue "Form 6 – Other Personnel Information" button.

**E. Form 1:**

From the Main Form Menu Selection Screen, click on the "Form 1 – Condition of Funds" button. This will take you to a data entry screen.

1. **Unencumbered Balance Brought Forward** – Calculate and enter the Unencumbered Balance Brought Forward for the actual fiscal year. The Unencumbered Balance Brought Forward for the budgeted and the requested fiscal years will be calculated for you.
2. **Optional Line – (Enter Title) – N/A Balance Brought Forward** – This line would be used by an agency with Investments or other Funds outside the Treasury that are an essential part of the agency's budget. There are very few agencies for which this line would be applicable. If you are not sure if this pertains to your agency, please contact your budget analyst. If you know that this does not pertain to your agency, please ensure that N/A is in the text box to prevent this line from printing on the final Form 1 layout.
3. **Optional Line – Balance Totals** – This line is for the agency to key in the actual and anticipated ending balances for the Optional Line (see 2 above). If this is not applicable to your agency, please ensure there is a 0 in each text box.
4. **Receipts** – Click on the blue "Add Receipts" button on the left side of the screen. This will take you to a data entry screen.
    a. **Please Select the Type of Receipt Fund** – You may choose an existing fund (i.e., State General Fund; Education Trust Fund, etc.) or create a new source (most of the receipts will be created). To choose an existing fund source, select the "Choose Existing Fund" radio button. To create a new source of funds, select the "Create a New Receipt Fund" radio button. A new section of screen will appear, requesting the new receipt fund information. Enter the fund number and the description of the receipt (i.e., State General Fund – Reversion Reappropriated, State General Fund – Supplemental Appropriation – Act 20XX-xxx, State General Fund – Proration, etc.).
    b. **Enter the Funding Amount per Fiscal Year** – Enter the total actual or estimated receipts for each of the actual, budgeted or requested fiscal year. If you do not anticipate receiving this source in any one of the fiscal years, please enter a 0. Do not enter commas. Enter proration amounts as negative numbers.
    c. **Is This a State Fund?** – Please select the "Yes" or "No" radio button dependent upon the proper answer (most funds are considered state funds unless they are federal funds).

Once all fields have been completed, click the green "Add Funding Source" button on the bottom right of the screen.

5. **Deduction** – Click on the "Add Deduction" button to add a deduction. This will take you to a data entry screen. DO NOT enter expenditures as deductions. The expenditures are automatically pulled in from the Form 5.

a. **Enter the Deduction Description** - Reversion to State General Fund, Reversion to Education Trust Fund, Transfer to XYZ Agency, Transfer to State General Fund, etc.

b. **Enter the Funding Amount Per Fiscal Year** – Enter the amount for the deduction (as a positive number – the application will reduce your unencumbered balance through the calculation) for the actual, budgeted and requested fiscal years. If a deduction is not applicable in any one of the fiscal years, please enter a 0.

Once all fields have been completed, click the green "Add Deduction" button on the bottom right of the screen.

When all information has been entered into the Form 1, click the green "Calculate and Save" button at the bottom right of the screen. If the calculated unencumbered balances brought forward for the budgeted and requested fiscal years are negative, you will receive an error message that reads "The balances highlighted above cannot be negative". If there are negative numbers, adjust receipts or deductions accordingly using the "Edit" or "Delete" functions on the far right.

To print the Form 1, click on the yellow "Print Form 1" button on the bottom right of the screen.

**F. Submitting the Budget Request**

When all forms have been completed, on the Main Forms Selection Menu, click the "Final Submission" button. A final check is made to ensure that forms agree.

1. The Form 5's should have total sources of funds agree with the total expenditures for each appropriation unit/activity/fund/org (if applicable) combination.
2. The Form 3 total by each type of capital expenditure (Capital Outlay, Transportation Equipment Purchases, and Other Equipment Purchases) should agree with the total Object 1200, Object 1300, and Object 1400, respectively for the Requested fiscal year Agency Summary Form 5.
3. The Form 6 total number of employees and total expenditures by fiscal year should agree with the total number of employees on the Form 5 and to the total expenditures in Object 0100, respectively for each fiscal year.
4. The Form 1 Unencumbered Balance at the bottom and the Unencumbered Balance Brought Forward at the top should never be a negative number.

If you have submission authority, and each of the four checks have "PASSED" with green check marks on the right, click the green "Submit Final" button on the bottom right of the screen to submit your agency's budget request.

If you need to make changes after you have submitted your request, you will need to contact your budget analyst have the budget request released in order to do so. Once changes have been made and final checks have been recompleted without errors, resubmit your agency's budget request.